

SECRET
(When Filled In)

109301

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

15 September 1964

1. SERIAL NUMBER 025798		2. NAME (Last-First-Middle) WILCOTT, James Bernard, Jr.	
3. NATURE OF PERSONNEL ACTION Reassignment & Transfer to Vouchered Funds		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR	
6. FUNDS V TO V X CF TO V		7. COST CENTER NO. CHARGEABLE 5277-0003	
9. ORGANIZATIONAL DESIGNATIONS DDS OFFICE OF FINANCE Confidential Funds Division Compensation and Tax Accounts Branch Contract Agents Accounts Section		5. CATEGORY OF EMPLOYMENT Regular	
10. LOCATION OF OFFICIAL STATION Washington, D. C.		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
11. POSITION TITLE Finance Assistant		12. POSITION NUMBER 470	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		13. CAREER SERVICE DESIGNATION SF	
15. OCCUPATIONAL SERIES 0510.16		17. SALARY OR RATE 6650.	
16. GRADE AND STEP 7/4		18. REMARKS (3-3) From: FE(Tokyo) Date: 21 SEP 1964 CONCUR: Security Approval has been granted for the use of this request FE/Personnel Chief, Personnel Security Division lcc: Sec lcc: Payroll Forms W-4 and	
18A. SIGNATURE OF REQUESTING OFFICIAL Acting Chief, C&T Division		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Adm. Officer-O/Finance	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTEGREE CODE	24. MOOTRS. CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP
39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	40. SOCIAL SECURITY NO.	41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL 9/26/64
DATE APPROVED			

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____

(Date)

FOR THE FOLLOWING REASON:

SEP 20 SEP 23 AM 87 AM '64

MAIL ROOM MAIL ROOM

MY LAST WORKING DAY WILL BE --

DATE SIGNED

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a. The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary -- Part Time		

Item 9 "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b-- Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET